

Gateway Technical College



HPOP Student Handbook

2012

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ENROLLMENT

1.1 Eligibility

The Health Profession Opportunity Program - HPOP serves individuals who plan to enroll or are enrolled in a healthcare career training program supported by HPOP with the intent of completing a certification program or degree program at Gateway Technical College. HPOP will enroll new participants upon contingent of funding.

To be considered for HPOP you must complete a professional development assessment provided by a HPOP specialist. In addition, individuals will complete the admissions process of Gateway Technical College prior to being considered for HPOP which may include course/program selection, academic advising, orientation, financial aid, placement testing, etc.

Individuals are eligible to participate in HPOP if they are a TANF recipient or a low income individual who can document an income at or below 200% of the Federal Poverty Level or at 300% as an incumbent worker. Income verification must include all of the following that apply for a participant, spouse, and/or parents of dependent students living in the home. HPOP requests one of the following:

- TANF Recipients Explanation of Benefits
- Tax return from the most recent year/or paystub
- Pay stub dated within the last 30 days for those listed above
- Social Security Explanation of Benefits (SSI or SSD)
- Current unemployment wage determination statement
- Current Veteran's benefit statement
- Company letterhead verifying start date, pay rate, frequency of pay, and average hours worked per week
- Current Worker Compensation benefit statement
- Aged out of Foster Care Summary

Individuals with a disqualifying offense for healthcare providers listed in the Gateway Technical College policy are not eligible for HPOP.

1.2 Program Participant

Once individuals are accepted into HPOP, a student will continue to be a **program participant** as long as they are enrolled in a healthcare training program supported by the HPOP at Gateway Technical College and maintain a 2.0 GPA. Individuals remain a participant until academic program completion or dismissal from HPOP (See 1.3 for Dismissal/Re-admittance to Program).

Individuals planning to enroll in HSED/GED must complete an assessment to determine the amount of time it will take to complete the diploma. These individuals will be considered program participants while enrolled in HSED/GED preparation and **must** pass the official HSED/GED test within six months from program entry date to continue in HPOP.

1.3 Dismissal/Re-admittance to Program

Unfortunately, HPOP participants will be dismissed from the program if they do not fulfill the obligations stated and agreed upon in the HPOP Student Handbook, HPOP Compliance agreement, if they do not meet academic requirements (see below), if they change their major to one not supported by HPOP, if they falsify any information or if they withdraw from all courses.

HPOP GOOD STANDING

Student has maintained a 2.0 GPA or above and qualifies for all HPOP services.

HPOP PROBATION

Student fails to meet the 2.0 GPA requirement at the end of the academic term. Student may continue in HPOP for one additional semester but is not eligible to receive or redeem HPOP incentive points.

HPOP DISMISSAL

If after one term of HPOP probation period the student does not meet the 2.0 GPA requirements, the student will be dismissed from the program.

Students who have been dismissed for falsifying information or not fulfilling obligations stated in the HPOP Student Handbook and HPOP Compliance Agreement cannot be readmitted into the program.

1.4 You Have the Right

If at any time you disagree with the decisions or recommendations of the HPOP Specialist you have the right to contact HPOP Program Director to express your concerns.

To schedule an appointment with the HPOP Director, Stacia Thompson you may call (262) 564-3076 or email at thompsons@gtc.edu.

2 STUDENT EXPECTATIONS

2.1 Academic Expectations

HPOP participants must successfully complete each academic term of the training program (semester, quarter, term, etc.) with a 2.0 cumulative GPA or above.

Participants must adhere to the rules and regulations set forth by the Gateway Technical College.

Participants are required to share post-program academic and employment information with HPOP. Within 10 days of gainful employment, participants will obtain verification of employment and submit the *Employment Verification Form* to the HPOP Specialist. Letters from employers are also acceptable.

2.2 HPOP Tutoring Services

The HPOP- Health Profession Opportunity Program at Gateway Technical College assists you in finding tutoring services that can move you toward successfully completing your academic program of study. Tutoring can help clarify course content, but is not intended to replace study time.

In requesting a tutor through HPOP, HPOP participants agree to the following:

- Will attend class regularly, take notes, ask questions and attempt to complete assigned work.
- Will accept responsibility for my academic work. Will attend scheduled tutoring sessions and be prepared for each session by completing reading assignments before the sessions. HPOP student will also attempt all assigned problems and identify specific trouble areas that I may have prior to my tutoring session.
- Will give my tutor 24 hours notice if HPOP student will be late or must miss an appointment. If I do not give my tutor notice, it will be considered a NO SHOW. **THREE** "No Shows", chronic tardiness, or cancelling my tutoring session may result in the loss of my tutoring privileges. A tutor will not wait for more than 15 minutes. At that time I will be considered a "No Show."
- HPOP student understand that a tutor is not a substitute for regular class attendance or study time, and that the role of the tutor is to assist me, not to do the work for me.
- Understand that tutoring sessions are to be held in a public area such as a classroom, the library, the commons, a restaurant, etc. No tutoring sessions will be held in anyone's home.
- Will submit my signed HPOP tutor report to my HPOP specialist.
- Understand that I must notify my HPOP Specialist if I am considering dropping a class.
- This agreement remains in force for any future tutoring that I may request. I understand that I could lose tutoring privileges if I do not abide by this agreement.

2.3 Attendance

HPOP participants will take part in communication (email, phone conversation, and/or text message) with their HPOP Specialist and attend all scheduled meetings which include bi-weekly or monthly individual meetings, group sessions, and workshops. All HPOP participants must complete **three** workshops each semester. If a participant misses a scheduled appointment with their HPOP Specialist or sessions without prior notice more than two times per academic term, the participant may be dismissed from the program.

HPOP participants will abide by the attendance policies set by course instructors, program of study, or institution. If participants do not adhere to these policies they will be subject to disciplinary action by the above mentioned.

HPOP participants will obtain instructor signatures to verify class, course or daily/weekly academic program attendance and submit *SNAIR progress reports* to their HPOP Specialist at each scheduled appointment. Failure to complete and submit attendance record may limit support services.

HPOP participants must notify HPOP Specialist if any situation arises that will affect attendance.

2.4 Change of Address and Contact Phone Number

All participants are required to have a current address on record with HPOP. Your HPOP Specialist should be notified immediately of any change of address and current contact phone number.

3 HPOP SPECIALIST

3.1 Academic, Career and Personal Guidance

HPOP Specialist will provide participants ongoing academic, career and personal guidance and support assisting them in establishing realistic and attainable goals. HPOP Specialist will work with participants to determine barriers to academic success and develop appropriate engagement plans. *Engagement plans* will be reviewed during face-to-face meetings with HPOP Specialist. HPOP Specialist will also link participants to external support services as needed.

3.2 Job Shadowing (when appropriate and available)

Based on HPOP's Intro to Global Health Occupations course, prospective students may be scheduled to participate in job shadowing. Job shadowing will be coordinated in collaboration with HPOP business partners and is contingent upon availability. When appropriate, HPOP will link HPOP participants to a job shadowing experience. Due to availability of shadowing space, time limitations, experience of participant, and/or interview with HPOP participants will not be scheduled for job shadowing.

Students are required to sign a *job shadowing confidentiality agreement* before the experience. It is recommended that job shadowing take place for approximately 2-4 hours. All necessary immunizations and physical prior to job shadowing experiences will be paid by HPOP at approved locations. (See your HPOP Specialist for specific details). HPOP will attempt to assist to place students in occupations of their career interest; it is the student's sole responsibility to ensure all necessary documentation is completed prior to the job shadowing experiences. Students must communicate with job shadowing sites to set up times and dates and keep open communication with the sites. Communication includes: (checking phone and emails messages daily). Benefits to the student include:

- Learning about career choices
- Becoming informed consumers
- Meeting positive role models
- Discovering how classroom learning relates to the workplace
- Understanding what skills are needed to get a good job
- Understanding how learning and earning are connected

Dress Code for Job Shadowing

- Clean and professional clothing
 - Example: khaki pants, a polo-type shirt or clean, pressed shirt and closed-toe shoes
- All pants are to be worn at waist level
- Clothes are to cover all tattoos
- Remove all facial piercing
- Wear name badge or visitor tag when provided
- Scrubs/lab coats may be requested by the job shadowing sites to wear during job shadow experience; only wear if requested by job shadowing site
- Inappropriate clothing:

Example: torn denim, baggy pants, short skirts, midriffs, low-cut tops, open-toe shoes, sweatshirts, hoodies, cologne/perfume, coats, shorts, sandals or flip flops.

Job Shadowing Reminders

- Remain with the staff member that you have been assigned to shadow.
- In case of fire, weather, or medical emergency, follow your sponsor's instructions.
- If you have a latex or other significant allergy or medical condition, please advise your Job Shadowing supervisor.
- If you are not feeling well, have a contagious disease, or are coughing or sneezing, reschedule your job shadowing experience.
- Report any injury or illness that occurs during your job shadowing experience to your HPOP Specialist.
- During the job shadowing experience you may encounter patients or patient information. **Do not disclose this information to anyone under any circumstance as stated in the job shadowing contract.**
- ARRIVE ON TIME! 15 minutes before your scheduled appointment is highly recommended.
- Remember to act respectfully and professionally. The employee you are shadowing has graciously agreed to host you and may someday be your employer.
- Turn off any cell phones, iPods, Bluetooth, and/or pagers.
- After job shadowing is completed, write a thank you note to your job shadowing supervisor.

4 CHILD CARE ASSISTANCE

Child care is a form of assistance to HPOP participants. Child care assistance will only be based on the need of each individual case. All HPOP participants who are requesting assistance with child care will be required to a review by a HPOP Specialist prior to authorization. Child care will ONLY be approved with the appropriate documentation requested by HPOP. Required documentation includes: *Student Schedule*,

Child Care Provider Fee Schedule, *Birth Certificate of the child*, *W2 Eligibility Child Care Form (if applicable)*, and *Proof of Dependent/Guardianship Status (if applicable)*

Child Care Guidelines:

- HPOP participant who is presently enrolled as a full-time or part-time student at Gateway Technical College
- HPOP will ONLY pay for child care based on the number of hours the student is in classes on campus or at a clinical/job shadowing site during open child care hours
- HPOP WILL NOT pay for child care unrelated to Gateway Technical College activities (including: employment, recreational activities, and personal time)
- The HPOP Participant may be responsible for any applicable registration fees for each child at the time of registration; after each child is registered the participant may submit their receipt for a reimbursement of fees or the child care provider may select to bill HPOP directly

- If the HPOP participant is receiving W2 Child Care assistance HPOP will only pay co-pays; the HPOP participant will be required to submit their co-pay amount to the HPOP Specialist
- If the HPOP participant is approved for child care assistance, the child must be under the age of 13 years and enrolled in a State of Wisconsin licensed regulated care setting.
- Child care providers must submit a W-9 form and a detailed invoice to Gateway Technical College for child care payments. Upon receipt and verification; payment will be sent directly to the child care provider within thirty days

5 SUPPORT SERVICES (Contingent upon availability of funds)

5.1 Support Services Overview

HPOP Specialists will provide participants with appropriate support services including linkage to resources in the service area. In order to promote self-sufficiency, HPOP Specialist will assist participants with an *engagement plan* in order to ensure that the need for support services is not ongoing.

Support Services are those necessary to enable an individual to participate in healthcare training programs offered by HPOP. Support services will be provided to individuals who are:

- Requesting services for the address on file with HPOP
- Actively participating in healthcare training programs
- Unable to obtain supportive services through other providers and
- Able to prove services are necessary to remain in class and continue in training

5.2 Request for Assistance

In collaboration with the HPOP Specialist, participants will complete and submit a *Request for Support Services* form to the HPOP Director as soon as possible when assistance is needed. Payments for approved requests will be distributed directly to the vendor providing services. Support Services are contingent upon:

- Availability of grant funds
- The nature of the request

5.3 Emergency Funding

HPOP may provide participants short term emergency funding related to housing or rental assistance, one time utility payments, car repairs, etc. Participants must be enrolled in HPOP for at least one month to be eligible for emergency funding exceeding \$100.00.

Housing

Housing assistance is available to participants in danger of being evicted or facing foreclosure and the participant is unable to receive assistance from another service provider. Participants must be named on the lease or mortgage for the address requesting assistance. In addition, individuals must be able to prove assistance is necessary to remain in class or continue in training. An eviction notice from the landlord or foreclosure statement from the lender is needed for consideration.

Utility

Utility assistance is available to participants in danger of having electric or gas service shut off. HPOP participants first must apply for energy assistance, if denied energy assistance the HPOP participant must provide a copy of the denial letter along with a copy of the notice from the utility company threatening service shut off. Each copy must be presented to HPOP and will be retained in the participant's record. Participants address on file must match that on the utility bill for the address requesting utility assistance. If approved, HPOP will only be pay up to \$200.00.

Vehicle Repair

Assistance with vehicle repairs **may** be provided if such expenses are in support of training activities and other funding sources are not available. HPOP funds may be used to pay for vehicle repairs **only** if funds are not otherwise available to the participant. In order to receive funding for vehicle repairs participants must have a valid driver's license, automobile insurance, and valid automobile registration or title verifying ownership. HPOP will obtain and verify reasonable fees for repairs. If approved, HPOP will only pay up to \$500.00.

5.4 Tuition, Fees, Books and Healthcare Supplies Assistance

HPOP will provide full assistance for tuition, fees, books, and selected healthcare supplies to qualified individuals who are enrolled in an eligible healthcare program at Gateway Technical College. HPOP will pay for tuition, fees, books, and supplies directly to the educational institution. Note you will not receive any monetary form of payment from HPOP.

If a HPOP participant has selected to accept financial aid, the financial aid award will be the primary payment applied to the HPOP participant's Gateway Technical College account.

HPOP will **ONLY** be a secondary payment if additional fees are applicable. HPOP pays to the HPOP participant account if the HPOP participant has a balance after Financial Aid has paid. However, if a HPOP participant has received a Financial Aid refund to their Gateway Technical account, the HPOP participant would be responsible for any future charges that have incurred after the refund is distributed. (eg. adding additional courses in the mid-semester, purchasing books/supplies, etc..).

Drop Courses and Book Returns: If a HPOP participant drops a course and has purchased a book that has been paid by HPOP, the HPOP participant is responsible to return the book to the bookstore. If the HPOP participant does not have the receipt; the

bookstore will not return the book and the HPOP participant will be charged for the book. The amount of the book will be posted to the HPOP participant's Gateway Technical College account.

Healthcare Testing Fees: HPOP will pay healthcare testing fees for a HPOP participant who has completed approved HPOP GTC programs. Note: HPOP will limit one retake testing fee if a HPOP participant has not passed the healthcare test the first time.

5.5 Transportation Assistance

Gas cards or bus passes will be provided to individuals who are actively participating in Gateway Technical College HPOP healthcare programs.

Mileage for gas cards is determined by the participant's address reported on HPOP application using Google Maps and the suggested route. HPOP Specialists will calculate monthly mileage according to daily distance traveled (one trip per day) and monthly class attendance record. (Travel to clinical sites will be calculated in the same manner as travel to the educational institution). Gas cards will be dispersed at the HPOP student appointments each month according to the following guidelines:

GAS CARD TRAVEL ASSISTANCE

MILEAGE	GAS CARD AMOUNT
• Under 50	\$25
• 51-100	\$50
• 101-150	\$75
• 151-200	\$100
• 201-250	\$125
• 251-300	\$150
• 301-350	\$175
• 351-400	\$200

Attention: Gas cards are ONLY to assist with mileage from your home to school, and/or clinical sites.

Note: All students may not be eligible for gas cards and can be subject to change on an individual basis. All other daily transportation (eg. store, parents, friends home, etc...) are not part of the HPOP program.

Participants must sign the *Gas Card Acknowledgement form* as a record of receipt. HPOP is not responsible for lost gas cards.

HPOP Specialists have the right to reduce the amount of Gas Cards issued to HPOP participants if HPOP participants are not in compliance of HPOP expectations. This includes not attending or late to scheduled appointments, submitting SNAIR reports or attending HPOP required workshops and/or activities.

5.6 Falsifying Information

If a student falsifies information on any HPOP form resulting in HPOP paying for tuition, fees, books, supplies, reserves the right to seek repayment of funds in any means possible including garnishing wages and/or repayment will be applied to the HPOP participant's Gateway Technical College account.

5.7 HPOP INCENTIVE REWARDS PROGRAM

In recognition of excellent participation, attendance, and academic success, HPOP offers an incentive reward program for participants. A wide variety of incentive items are available. HPOP rewards may be redeemed through your HPOP Specialist. Participants must request items from their HPOP Specialist the first full week of the month.

The HPOP menu lists all items available and can be obtained from your HPOP Specialist. HPOP Specialist will award and track participant's HPOP Reward Incentive Points as the following benchmarks are met. Participants may inquire about their HPOP Reward Incentive Point balance at any time. Incentive reward points can only be redeemed for items on the menu list and cannot be redeemed for cash.

• 2.0 GPA per academic term	10 HPOP Reward Points
• 3.0 GPA per academic term	20 HPOP Reward Points
• 4.0 GPA per academic term	40 HPOP Reward Points
• Complete job shadowing	10 HPOP Reward Points
• Complete Health Care Informational Interview	10 HPOP Reward Points
• Complete StrengthQuest Assessment	10 HPOP Reward Points
• Completing financial aid literacy	10 HPOP Reward Points
• Submit SNAIR forms to HPOP Specialist	10 HPOP Reward Points
• Attend HPOP Workshops	30 HPOP Reward Points
• Attend HPOP Programming	30 HPOP Reward Points
• Attend HPOP Orientation	10 HPOP Reward Points
• Meet for scheduled meetings with your HPOP Specialist	10 HPOP Reward Points
• Academic Success (Recognition by Gateway's Dean's List)	100 HPOP Reward Points
• Successful Completion Gateway HPOP Journey	100 HPOP Reward Points
• Successful Completion of Health Care Occupations Certificate	200 HPOP Reward Points
• Self Sufficiency*	100 HPOP Reward Points

*If a participant does not utilize any emergency financial support services from HPOP during the academic term. This does not include financial aid from the participant's institution.

6. ACKNOWLEDGEMENT

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To fully participate in HPOP I have read the student handbook and agree that I will adhere to all relevant college and program policies and procedures in the HPOP student handbook. I recognize that when necessary, HPOP policies and procedures may be amended while in the HPOP program. I understand that violation of these policies and procedures could result in my immediate discharge from the program without prior warning.

Name of program participant (Please print clearly)

Signed Date

Name of program staff (Please print clearly)

Signed Date

Student Copy

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